

MAIL TO:

STATE OF UTAH
 DIVISION OF PURCHASING
 3150 STATE OFFICE BUILDING, CAPITOL HILL
 P.O. BOX 141061
 SALT LAKE CITY, UTAH 84114-1061
 TELEPHONE (801) 538-3026
<http://www.purchasing.state.ut.us>

Invitation to BidSolicitation Number: **RF3026**Due Date: **09/03/02 @ 2:00 PM**

Date Sent: August 19, 2002

Goods and services to be

FURNISH AND INSTALL NEW HEATING SYSTEM**Please complete**

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes_____ No_____. If no, enter where produced, etc. _____</p>			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH
DIVISION OF PURCHASING**

Invitation to Bid

Solicitation Number: RF3026

Due Date: 09/03/02

Vendor Name:

Item#	Qty	Unit	Description	Unit Price	Extension
001	1	LOT	FURNISH AND INSTALL A NEW HEATING SYSTEM IN THE EXISTING UDOT MAINTENANCE BUILDING LOCATED IN GUNNISON, UTAH AS PER ATTACHED DESCRIPTION AND SPECIFICATION.	\$	\$

QUESTIONS REGARDING THE SPECIFICATIONS SHOULD BE REFERRED TO WILLIAM E. JUSZCAK AT (801)964-4522.

WITH QUESTIONS REGARDING THE BID PROCESS PLEASE CONTACT ROSEMARY FRENCHWOOD AT (801)538-3147.

A 5% BID BOND IS REQUIRED AT THE TIME OF BID SUBMITTAL. A 100% PERFORMANCE/PAYMENT BOND WILL BE REQUIRED OF THE SUCCESSFUL BIDDER. PLEASE FILL OUT THE ATTACHED BOND STATEMENT FORM AND SUBMIT ALONG WITH YOUR BID.

THIS IS AN INVITATION TO BID, THEREFORE, YOU MAY EITHER HAND DELIVER OR MAIL IN YOUR BID RESPONSE. BID RESPONSES THAT ARE FAXED IN WILL **NOT** BE CONSIDERED.

REFERENCE RX#: 810 352-8

**Ship To: UDOT STATION 4333A
LOCATED AT SR-89 APPROX. ONE MILE EAST OF TOWN BETWEEN MILEPOSTS 210 AND 211.
GUNNISON UT**

FREIGHT CHARGES (if applicable)

SHIPPING POINT AND ZIP CODE	
SHIPPING WEIGHT	
MODE OF TRANSPORTATION (Please check one)	
Q Small package/Ground Q LTL(Less than truck load) Q Truckload Q Air Q Other (Please specify)	
NMFC Class # _____	
NMFC Item # _____	
TOTAL PRICE LESS FREIGHT (FOB Origin)	\$
TOTAL PRICE INCLUDING FREIGHT (FOB Destination)	\$

INVITATION TO BID - INSTRUCTION AND GENERAL PROVISIONS

1. **BID PREPARATION:** (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as bid. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or approved equal" apply. "Or approved equal" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Division of Purchasing & General Services (DIVISION). If the bidder lists a trade name and/or catalog number in the bid, the DIVISION will assume the item meets the specifications unless the bid clearly states it is an alternate, and describes specifically how it differs from the item specified. **MULTIPLE OR ALTERNATE BIDS WILL NOT BE ACCEPTED UNLESS SO STATED IN THE SPECIFICATIONS.** (f) By signing the bid the bidder certifies that all of the information provided is accurate, and that prices bid are correct. (g) This bid may not be withdrawn for a period of 60 days from bid due date.

2. **SUBMITTING THE BID:** (a) The bid must be signed in ink, sealed in a properly-addressed envelope, and either mailed or delivered to the DIVISION OF PURCHASING, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 by the "Due Date and Time." **The "Bid Number" and "Due Date" must appear on the outside of the envelope.** (b) Bids, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section R33-3-109. (c) **Your bid will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of bids to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the bid for consideration and approval by the DIVISION. Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the DIVISION. (e) All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33).

3. **FAILURE TO BID:** Failure to respond may result in the removal of your firm from the bidder's list for the commodity(s) listed, unless you advise DIVISION in writing prior to due date that you desire to receive future invitations to bid on this commodity(s). **Three consecutive no responses will automatically result in removal.**

4. **PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any bid will not to be considered proprietary. Bids submitted may to be reviewed and evaluated by any persons at the discretion of the state.

5. **BONDS:** The state has the right to require a bid bond, payment bond and/or a faithful performance bond from the bidder in an amount not to exceed the amount of the contract.

6. **SAMPLES:** Samples of item(s) specified in this bid, when required by DIVISION, must be furnished free of charge to DIVISION. Any item not destroyed by tests may, upon request made at the time the sample is furnished, to be returned at the bidder's expense.

7. **WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

8. **DIVISION APPROVAL:** Purchase orders placed, or contracts written, with the state of Utah, as a result of this bid, will not to be legally binding without the written approval of the director of the DIVISION.

9. **AWARD OF CONTRACT:** (a) the contract will to be awarded with reasonable promptness, by written notice, to the lowest responsible bidder that meets the specifications. Consideration will be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this invitation to bid. (b) The bids are opened publicly in the presence of one or more witnesses. the name of each bidder, and the amount of the bid is recorded. Each bid, and the record, is open to public inspection. (c) The DIVISION may accept any item or group of items, or overall low bid. the DIVISION has the right to cancel this invitation to bid at any time prior to the award of contract. (d) The DIVISION can reject any and all bids. And it can waive any informality, or technicality in any bid received, if the DIVISION believes it would serve the best interest of the State. (e) Before, or after, the award of a contract the DIVISION has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) DIVISION does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will to be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated.

10. **ANTI-DISCRIMINATION ACT:** The bidder agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42

USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also bidder agrees to abide by Utah's Executive Order, dated

March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

revision date: 2/14/2000

STATE OF UTAH
DEPARTMENT OF TRANSPORTATION
FACILITIES MAINTENANCE

NEW HEATING SYSTEM
GUNNISON, UTAH
UDOT STATION 4333A

Job Number 81L34354

PROJECT DESCRIPTION

This project is to furnish and install a new heating system in the existing UDOT maintenance building in Gunnison, Utah per this description and the attached drawings and specification.

The attached drawing is included as to show the existing system and design concept for the new system. The contractor will be required to submit construction documents based upon the attached drawings for approval by the Owner prior to fabrication.

It is recommended that potential bidders visit the site during the bidding period. Visits can be arranged through Larry Crane, Station Supervisor, phone number (435) 529-7222. Questions during the bid period can be addressed to William E. Juszczak, phone number (801) 964-4522. All questions will be required to be submitted by one week before the bid date.

STATE OF UTAH
DEPARTMENT OF TRANSPORTATION
FACILITIES MAINTENANCE

SPECIFICATION FOR NEW HEATING SYSTEM
STATION 4333A, GUNNISON, UTAH

12 August 2002

GENERAL SPECIFICATIONS

BID

BIDDER _____

Submit Utah *INVITATION TO BID* with all required information.

Having examined the Contract Documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed Project, including the availability of labor, I/We hereby propose to furnish all labor, materials, and supplies as required for the Work in accordance with the Contract Documents as specified and within the time set forth and at the price stated below. The price is to cover all expenses incurred in performing the Work required under the Contract Documents of which this proposal is a part.

I/We acknowledge receipt of the following Addenda:

For all work shown on the Drawings, described in the Specifications and Contract Documents and as described herein, I/we agree to perform the all of the work indicated for the sum of:

_____ Dollars (\$_____)
(In case of discrepancy, written amount shall govern)

TIME OF COMPLETION AND DELAY REMEDY

The project shall be substantially complete within sixty (60) calendar days after the date of the Notice to Proceed. Contractor agrees to pay liquidated damages in the amount of \$100 per day for each day after the expiration of the Contract Time until the Contractor achieves Substantial Completion.

PAYMENT

Payment will be made when job is complete and approved by the Owner.

For prompt payment, mail invoice to: William E. Juszczak
Facilities Manager
UDOT Maintenance Division
Box 148250
Salt Lake City, Utah 84114-8250

BID BOND

A 5% bid bond or cashier's check must be included with the bid.

PERFORMANCE AND PAYMENT BOND

At the time of the execution of the contract, the contractor shall provide a performance and payment bond for 100% of the total purchase price of the contract guaranteeing performance, product and payment. (A cashier's check for the above amount may be substituted for the performance and payment bonds.)

WORKERS COMPENSATION

The contractor will be required to furnish proof that all employees involved in this project are covered by Workmen's Compensation. The State will not be liable for injuries incurred during this project.

INSURANCE

Before contract award, successful bidder must provide a certificate of insurance certifying that the contractor will provide and maintain a policy of insurance in which the Department of Transportation is named as an additional insured. Coverage shall be in the following amounts:

1. \$250,000 for bodily injury
2. \$500,000 for each accident occurrence
3. \$100,000 for property damage

If the contractor cannot obtain this insurance, the contractor shall provide a policy with a minimum coverage of \$1,000,000 in the aggregate.

The certificate must also state that no cancellation or decrease in coverage shall be made without giving the State at least 30 days prior written notice.

WARRANTY

Specification - Gunnison Heat

Unless noted otherwise, Contractor shall provide a general written one year warranty for the replacement of all defective materials, including labor and travel that are used in this project.

MATERIALS

Material furnished to the State of Utah shall be certified as new and must meet all current State and Federal applicable building codes and safety regulations.

Bids shall include all materials and equipment necessary for complete finished construction.

DETAIL SPECIFICATIONS

LOCATION

UDOT Station 4333A is located at on SR-89 approximately one mile east of town between Mileposts 210 and 211.

EARTHWORK

GENERAL

SECTION REQUIREMENTS

Work includes excavating for and backfilling of utility lines.

Unauthorized excavation consists of removing materials beyond indicated subgrade elevations or dimensions without direction by Owner. Unauthorized excavation and remedial work shall be at Contractor's expense.

Do not interrupt existing utilities serving facilities occupied by Owner. Provide temporary utility services.

PRODUCTS

MATERIALS

Specification - Gunnison Heat

Satisfactory Soil: ASTM D 2487 soil classification groups GW, GP, GM, SW, SP, and SM; free of rock or gravel larger than 2 inches in any dimension, debris, waste, frozen materials, vegetation, or other deleterious matter.

Unsatisfactory Soil: ASTM D 2487 soil classification groups GC, SC, ML, MH, CL, CH, OL, OH, and PT.

Backfill and Fill: Satisfactory soil materials.

Bedding: Subbase materials with 100 percent passing a 1-inch sieve and not more than 8 percent passing a No. 200 sieve.

EXECUTION

EARTHWORK

Utility Trenches: Excavate trenches to indicated slopes, lines, depths, and invert elevations. Maintain 12 inches of working clearance on each side of pipe or conduit.

Place, compact, and shape bedding course to provide continuous support for pipes and conduits over rock and other unyielding bearing surfaces and to fill unauthorized excavations.

Place and compact initial backfill of satisfactory soil material or subbase material, free of particles larger than 1 inch (25 mm), to a height of 12 inches (300 mm) over the utility pipe or conduit. Place and compact final backfill of satisfactory soil material to final subgrade.

Place backfill and fill in layers not more than 8 inches (200 mm) in loose depth at optimum moisture content. Compact each layer s to 90 percent of maximum dry density according to ASTM D 1557.

Remove surplus satisfactory soil and waste material, including unsatisfactory soil, trash, and debris, and legally dispose of it off Owner's property.

MECHANICAL

GENERAL

Specification - Gunnison Heat

Furnish all labor, materials and equipment necessary for completion of the mechanical work as indicated in the project documents.

Furnish and install all motors specified and be responsible for the proper operation of all electrical powered equipment installed as a part of this work.

Furnish exact location of electrical connections and information on motor controls to electrician.

Placing all mechanical systems in operation and continuing operation through testing and balancing.

Make changes in pulleys, belts, and dampers as required for the correct balance as required at no additional cost to the Owner.

Submit Product Data.

The work shall be installed in accordance with all applicable Codes.

Provide 2 sets of operation and maintenance manuals upon completion of the work.

PIPE & PIPE FITTINGS

Provide Clevis type hangers, Grinnell figure 260 or equal.

Where applicable, support pipe from wall with pipe clamp, hanger suspension or pipe roll stand support.

Provide vertical pipe supports, Grinnell Fig. 261.

Beam clamps shall be malleable iron.

Unions shall be malleable iron, brass to iron seat, ground joint, same material as pipe. Provide dielectric unions where copper pipe connects to steel pipe.

MOTORS

Motors shall be quiet in operation and not exceed 1800 rpm unless noted otherwise.

Specification - Gunnison Heat

Motors with ball bearings shall comply with noise level standards as set by NEMA Standard MG1-12.47. Motors shall be rated at 20,000 hours, B-10 bearing life. All motors shall be ball bearing type.

SEISMIC PROTECTION

Seismic restraints shall be provided for all vibration isolated equipment, both supported and suspended and all vibration isolated piping and all other piping or equipment required by the latest edition of the UBC.

PROPANE GAS SYSTEMS

Furnish and install all propane gas piping and fittings required in this work.

Pipe shall meet the requirements of ASTM A 53, carbon steel, schedule 40.

Fittings shall be welded forged steel fitting meeting ASTM A 234 of standard weight malleable iron screwed.

RADIANT HEAT SYSTEM

Furnish and install all materials and perform all labor necessary for the complete installation of a propane gas-fired, radiant heating system. System shall include radiant burner and reflector assembly, gas piping and supply system, venting system and temperature control system.

System shall be a condensing vacuum type with 90% minimum efficiency. System shall be either Ambi-Rad Continuous or Roberts-Gordon Co-Ray-Vac.

Warranty shall be for three years from the date of Substantial Completion on the entire system and 15 years on the cast iron combustion chambers, schedule 40 piping and exhaust motor housing. Warranty shall include the replacement of all defective materials, including labor and travel that are used in this project.

The overall new system shall consist of 2 subsystems containing four propane gas basic burner units sufficient to provide a total capacity of 360,000 Btu/hr minimum, together with 2 vent packages, 2 thermostats, reflectors, hangers, turnbuckles, gas piping and electrical wiring and installed according to installation details, diagrams and prints furnished. Contractor shall also replace the existing burners with four new propane gas basic burner units sufficient to provide a total capacity of 360,000 Btu/hr minimum. Total heating capacity of both systems shall be 720,000 Btu/hr minimum.

Wiring must conform to the NEC.

Specification - Gunnison Heat

Gas supply piping must meet local requirements and be sized in accordance with BTU demand, available pressure and the total equivalent length of pipe required. Contractor shall either provide a separate line from the propane tanks or provide a new line to feed both systems.

The heat exchanger radiant surface formed by the piping shall have at least 75 square feet of surface for each therm (80,000 BTU) of input per hour firing rate of the system.

All manifold and tailpipe shall be new USA 4" steel black pipe ASA schedule 40. All threaded joints shall be wiped with ANever-Seez® joint compound.

Each burner shall consist of an integral burner control device installed in a factory furnished cast-iron combustion chamber.

Individual burner units shall be of the total premix type where all of the air required for combustion is premixed before combustion occurs.

Fuel gas flow to each burner shall be automatically limited to the supply of combustion air present.

All burner units shall be equipped with a direct spark ignition.

All combustion air shall be filtered.

Reflectors shall be of a highly reflective material such as aluminum and shall be of the ADeep-Dish® design. It shall cover the entire piping system, open only at the bottom.

Vent system motor shall be thermal overload protected with an electrically isolated normally open centrifugal switch, ball bearings and shall be well constructed in accordance with electric motor industry standards.

Each open end combustion chamber shall have an approved end vent. Reflector in this area shall have an end cap.

Temperature controls shall be of the electric or electronic type. Thermostats shall be programmable low voltage type provided with seven day program with 2 stops and 2 starts per day.

Equipment normally furnished wired before installation shall be furnished completely wired.

Specification - Gunnison Heat

Thermostats shall be mounted 66 inches above the floor.

ELECTRICAL

GENERAL

SYSTEM REQUIREMENTS

Provide all labor, materials, equipment, supervision and service necessary for a complete electrical system. Work includes, but is not necessarily limited to electrical connections for equipment, conduit raceways, conductors and cables, electrical boxes and fittings, supporting devices, wiring devices, circuit disconnects, and grounding. Provide connections to all other work provided by other trades that require electrical connections.

Submit Product Data.

All work shall comply with the latest edition of all applicable codes.

CONDUIT

Provide metal conduit, tubing and fittings of types, grades, sizes and weights as indicated, minimum trade size : @.

RMC - FS WW-C-0581 and ANSI C80.1.

IMC - FS WW-C-581

EMT - FS WW-C-563 and ANSI C80.3.

Aluminum conduit is not acceptable.

Provide fittings for each type of conduit as required.

Install service entrance conductors in RMC. For feeders under 600 volts, install feeders rated greater than 100 amps in RMC or IMC except that buried feeders shall be installed in non-metallic conduit. Circuits rated less than 100 amps shall be installed in EMT except in poured walls, with one side in contact with grade, below concrete slab on grade or in earth fill us non-metallic duct. In areas exposed to weather, moisture or physical damage, use RMC or IMC.

CONDUCTORS AND CABLES

Provide copper conductors for all applications rated less than 600 volts. Provide factory-fabricated conductors of sizes, ratings, materials and types indicated for each service. Where

Specification - Gunnison Heat

not indicated, provide proper selection to comply with project-s installation requirements and NEC standards.

ELECTRICAL BOXES AND FITTINGS

Provide outlet boxes, junction boxes, pull boxes, conduit bodies, bushings, locknuts, knockout closures and miscellaneous boxes and fittings as required.

Comply with NEC, NEMA, ANSI and other applicable codes.

Interior outlet boxes shall be one piece, galvanized flat rolled sheet, minimum size 4"x4"x1 2". Provide accessories as required. Provide corrosion-resistant cast metal weatherproof outlet boxes as required.

Junction and pull boxes shall be of code-gage steel with screw on covers.

Provide galvanized cast-metal conduit bodies.

Provide corrosion-resistant punched-steel box knockout closures, conduit locknuts and malleable steel conduit bushings and offset connectors.

SUPPORTING DEVICES

Provide supporting devices complying with manufacturer-s standard materials, design and construction in accordance with published product information and as required for a complete installation.

WIRING DEVICES

Types of wiring devices include receptacles, switches, cord caps and cord connectors.

Submit Product Data.

Provide factory-fabricated wiring devices in types and electrical ratings for applications indicated and complying with NEMA stds. Pub. No. WD 1.

Provide general-duty duplex receptacle ground-fault circuit interrupters, feed thru types capable of protecting connected downstream receptacles on a single circuit.

Provide stainless steel wall coverplates for all wiring devices.

Specification - Gunnison Heat

EXECUTION

Install all work according to manufacturer-s recommendations.

Installation shall be per all applicable codes.

Specification - Gunnison Heat



Specification - Gunnison Heat



**STATE OF UTAH
DIVISION OF PURCHASING**

BOND STATEMENT

BIDDING REQUIREMENTS

A 5% bid bond or cashier's check is required by all vendors bidding on this project. The bid bond must be attached to bid or it will be disqualified. Checks submitted will be returned certified mail after an official award has been made.

AWARD REQUIREMENTS

A 100% performance/payment bond will be required from the award vendor within 14 days after notification of award. Bonds must be in the form of a cashiers checks (no personal or business checks) or a surety bond from a licensed surety company doing business in the State of Utah.

Performance/payment bonds (or checks) will be **held as security for a period of 12 months after completion of project, per state law.** Checks submitted will be returned certified mail only after this specified time. Bidders name must be the same on both the bid forms and all bonds submitted.

Please indicate which method of bonding will be used if awarded this job:

_____ 100% CASHIERS CHECK

_____ 100% PERFORMANCE/PAYMENT BOND

Bond/Ins. Company_____

Agent Name_____

Fax #_____ Phone #_____

Upon awarding, the requesting agency will fax a verification to the bonding company listed above to start the bonding process. It is then the responsibility of the vendor or follow through with their bonding agent to assure the bond is processed. After the bonding company sends the bond to vendor for signatures, it is the responsibility of the vendor to mail or hand carry the original bond (no copies or faxes accepted) to the requesting agency, to the attention of the contract person listed on the bid. **No work can commence until the requesting agency has receipt of this performance/payment bond.** After this time the contract will be officially released to the award vendor.